The following list of questions and responses reflects those received during the *CTE Revitalization – Using Secure File Transfer and Last Minute Questions*  webinar on October 9, 2015. Questions have been edited to eliminate redundancy and to improve clarity. Responses to other questions of general interest submitted to the Oregon Department of Education will be answered through the CTE Revitalization Grant listserv and added to this document. For further clarification please contact Tom Thompson at tom.thompson@ode.state.or.us or 503-947-5790.

**Q: Where should I place the abstract?**

The abstract can be added to the front of the narrative as its own page or part of a separate file. The abstract has a 175 word limit but is not counted in the 15 page limit nor is it reviewed separately. The abstract will allow us to rapidly upload information about grants that have been funded.

**Q: Where should the tables be placed that are in appendix F and G of the RFP?**

Ideally these should be placed in the body of the narrative. It is not difficult to do that as long as the narrative is in a doc or docx format. They are not counted in the 15 page limit. If you are having difficulty doing this and can’t find someone who knows how, you can send them as a separate file. Make sure you clearly label that file and make a note in the narrative that they are in a separate file.

**Q: Do the bonus sections count in the 15 page narrative limit?**

No, the bonus sections do not count in the 15 page narrative. However, each bonus section may not exceed 1 page.

**Q: Can I single space text in tables?**

Yes, they can be single spaced. This is much easier for the reviewers to read.